

Attachment

(DEPARTMENT LETTERHEAD)

(DATE)

To: Represented Employees in Bargaining Unit 6

Re: Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

This letter is to notify you of a change in the method of calculating FMLA/CFRA leave for Bargaining Unit 6 represented employees. This notice is required by the Code of Federal Regulations [29 C.F.R. 825.200(d)(1)] and California Code of Regulations [7297.3(b)].

Under current practice, FMLA/CFRA leave is calculated using the 12-month rolling year method. Effective with the 2012 calendar year, the practice will change to the calendar year method. Under the calendar year method, an employee is entitled to up to 12 weeks of qualifying FMLA/CFRA leave at any time during a calendar year.

You will retain the full benefit of 12 weeks of leave under this new calendar year method. Regardless of how much qualifying FMLA/CFRA leave has been taken during the past 12 months under the rolling-year method, you are entitled to 12 weeks of FMLA/CFRA leave during calendar year 2012 and each year thereafter.

Questions regarding this notice may be directed to (CONTACT NAME).

Sincerely,

(SIGNATURE BLOCK)